

Clerk to the Council
Sarah Gaeta

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7th May 2025

To: Members of Hatfield Peverel Parish Council

You are hereby summoned to attend

**THE ANNUAL PARISH COUNCIL MEETING
TO BE HELD AT THE VILLAGE HALL
ON MONDAY 12TH MAY 2025 AT 7.30 PM**

for the purpose of transacting the following business.

SL Gaeta

Clerk to the Council

A G E N D A

25/1 Election of Chairman

25/2 To receive the Chairman's Declaration of Acceptance of Office

25/3 Apologies for Absence

25/4 Minutes of the Parish Council Meeting held on 7th April 2025 to be taken as read and signed as a correct record by the Chairman.

25/5 Declarations of Interest (existence and nature) with regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 3rd June 2024 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

25/6 To re-confirm bank account signatories 5 minutes

25/7 To approve the continued use of variable direct debit for the payment of the following: 3 minutes
Telephone/broadband; staff pension; corporate credit card (office expenses); car park business rates; burial ground business rates.

25/8 To review the membership of Advisory Groups, Committees and Working Parties:
Advisory Groups: Finance and General Purposes; Environment; Traffic.
Committees: Personnel; Neighbourhood Development Plan; Planning; Community Park; Community Events.
Working Parties: Section 106; Communications; Youth Services; Devolution. 10 minutes

- 25/9 To re-adopt the following policies and procedures, following any suggested amendments:** *10 minutes*
- (a) Standing Orders
 - (b) Financial Regulations
 - (c) Data Protection
 - (d) Social Media and Electronic Communication
 - (e) Data Retention
 - (f) Health and Safety
 - (g) Grievance and Disciplinary
 - (h) Child Protection and Safeguarding
 - (i) General Privacy Notice
 - (j) Grant Awarding
 - (k) Marking the Death of a Senior National Figure
 - (l) Street Naming
 - (m) Lone Worker
 - (n) Publication Scheme
 - (o) Vexatious and Habitual Complainants
 - (p) Memorial Bench
 - (q) Sponsorship and Advertising
 - (r) Environmental
 - (s) Financial Reserves
 - (t) Financial Investment Strategy
 - (u) Honorary Freedom of the Parish
 - (v) Equal Opportunities
- 25/10 To adopt the Financial and Operational Risk Assessment for 2025/26** *5 minutes*
- 25/11 To appoint the Internal Auditor for 2025/26** *5 minutes*
- 25/12 Essex County Councillor Update** *5 minutes*
- 25/13 Braintree District Councillor Update** *5 minutes*
- 25/14 Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest. *3 minutes per person; 15 minutes max*
- 25/15 Clerk's Report** *5 minutes*
To receive and note the update on action points from the last meeting.
- 25/16 Finance and General Purposes** *10 minutes*
- (a) To receive a budget update.
 - (b) To grant permission for the RFO to open a savings account with Unity Trust Bank.
- 25/17 Traffic** *10 minutes*
- (a) To receive an update on traffic matters.
 - (b) To agree to reset the terms under which the North Essex Parking Partnership (NEPP) will receive and process applications for annual permits. The proposal is set out in the report dated 5th May 2025.
- 25/18 Environment** *5 minutes*
To receive an update from the Environment Advisory Group.
- 25/19 Stone Path Meadow** *5 minutes*
To receive an update on Stone Path Meadow.
- 25/20 Section 106** *10 minutes*
- (a) To receive an update on S106 projects.

- (b) To grant permission for UKPN to install a service pillar on the Village Hall frontage to supply the tennis courts with electricity.

25/21 Communications	<i>5 minutes</i>
To receive an update on communications.	
24/22 Keith Bigden Memorial Ground	<i>5 minutes</i>
To receive an update on the KBMG.	
24/23 Youth Services	<i>5 minutes</i>
To receive an update on youth services.	
25/24 Devolution	<i>5 minutes</i>
To receive an update on the Local Government Reorganisation.	
25/25 Accounts for Payment	<i>2 minutes</i>
To agree the accounts for payment for April 2025.	
25/26 Announcements	<i>5 minutes</i>

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 9th May.
The timings given above are for the Chairman's guidance.*

Date of next Parish Council Meeting – Monday 2nd June